

ELECTRICIAN SUPERVISOR I

Class Definition

Under direction, supervises, trains and directs subordinates and engages in the installation, maintenance and repair of electrical and electronic systems and equipment, process instrumentation and computerized control systems.

Distinguishing Characteristics

Electrician Supervisor I is a first-line supervisory class. Incumbents provide supervision and participate in the repair, installation and maintenance of the electrical, electronic, process instrumentation and computerized control systems of the City of Fresno. This class is distinguished from Electrician in that incumbents of the latter do not normally have supervisory responsibilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Participates in the development of goals and objectives, establishes schedules and standard operating procedures to achieve established goals.

Plans, prioritizes, trains, assigns and supervises subordinate employees and participates in the installation, maintenance and repair of motors, controls, fire alarm and security systems, traffic signals, street lights, and a wide variety of other electrical and electronic systems and equipment.

Maintains time, work and material records; estimates labor, materials and equipment; and orders materials.

Reviews and evaluates on-going operations; recommends improvements and modifications; maintains records of activities and prepares related reports.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; prepares justifications for electrical and electronic services activities; monitors project expenditures.

Works closely with other City departments, utility companies, contractors and vendors regarding the City's electrical and electronic systems and equipment.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of the practices, methods, tools, materials and equipment used to install, troubleshoot and maintain electrical and electronic systems and equipment.

Considerable knowledge of electrical codes, related ordinances, regulations and the permit/inspection process.

Knowledge of operational, maintenance and repair characteristics of the electrical and electronic systems employed by the City.

Knowledge of budget practices and procedures; project costing and projecting future needs.

Knowledge of the principles of supervision, training and performance evaluation.

Knowledge of occupational hazards, and safety precautions of the trade.

Ability to lead, train and supervise assigned staff.

Ability to read and interpret, plans, specifications, diagrams, and schematics.

Ability to locate and correct defects in electrical and electronic systems and equipment, including high voltage and related equipment up to and including 12 kilovolts.

Ability to perform arduous outdoor work requiring strength and agility.

Ability to communicate effectively, both orally and in writing, maintain records, prepare reports and operate a computer in the performance of assigned duties.

Skill in the use and care of tools and equipment of the electrical trade.

Minimum Qualifications

Completion of a recognized apprenticeship program and three years of experience as a journey level electrician involving trouble shooting and a wide variety of electrical/electronic repairs and installation. Five additional years of experience may be substituted for the required apprenticeship.

Special Requirements

Possession of a valid Class C California Driver's License may be required at the time of appointment.

APPROVED: _____

Director

DATE: _____